



## PROCEDURE FOR REQUESTING ABSENCE FROM COMMENCEMENT CEREMONIES

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### PURPOSE

Every tenured and tenure-track faculty member in the College of Engineering is expected to participate in the College commencement ceremony, both in December and in May. All other members of the College faculty are welcome to attend.

### PROCEDURE

If a tenured or tenure-track faculty needs to be excused from attending the commencement ceremony, he or she needs to submit a written request by completing the attached form to the department Chair. The completed request for excused absence form must be submitted to the department Chair no later than 30 calendar days prior to the commence date. The department Chair will review and indicate her or his approval or disapproval recommendation of the request on the form and transmits the form to the Dean for final determination no later than 21 calendar days ahead of the commencement date.

A faculty member may be excused from attending commencement due to a:

- Medical emergency or condition (self or family member)
- Significant family event (wedding, commencement, etc.)
- Significant professional responsibility that requires one to be away from campus on the date of commencement (e.g., delivering a presentation at a conference or participating in an important professional development program)
- Religious obligation
- Safety and travel concern (e.g., inclement weather)

Other reasons for not attending the ceremonies may be considered on a case-by-case basis.